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Chapter 22: File Exchange Procedures

About File Exchange Procedures *(For CFLHD employees)*

When a project is ready for construction, all the sheets in the plans need to be converted to a PDF files. The Acquisitions Team in Program Administration will use these files for their inclusion in the Electronic Bid Solicitation. The following Workflows will describe the methods that can be used to produce the PDF files.

For Consultants, see “General File Exchange Procedures” at the following link:

http://www.cflhd.gov/cadd/CaddManDocs/Chapter22_2004.pdf

Workflow 1: Creating PDF Files Using Print in MicroStation V8

1. *Open a file using MicroStation V8; fence the sheet to be plotted.*
2. *CFL employees can run the CFL Plot utility VBA by Key-in: vba run CFLplot. Select the Design Group, and then select the PDF tab.*
3. *Select the button for the appropriate orientation and color.*

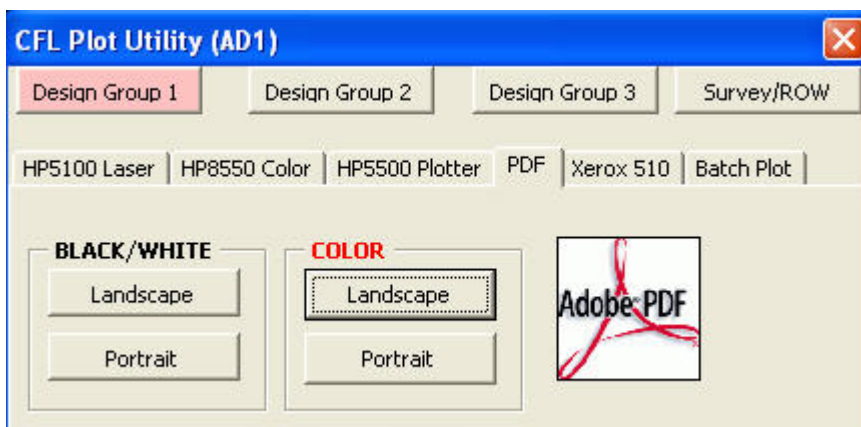


Figure 22-1: CFL Plot Utility – PDF

4. *When you select the appropriate orientation and color, the standard plot driver and pentable is automatically attached. To manually attach the pentable, Select PenTable>Attach. For CFLHD employees PenTables are located in N:\Standards\I\V8_RESOURCE\X_30\Plotting\PrintPlot\Pen_tables directory.*

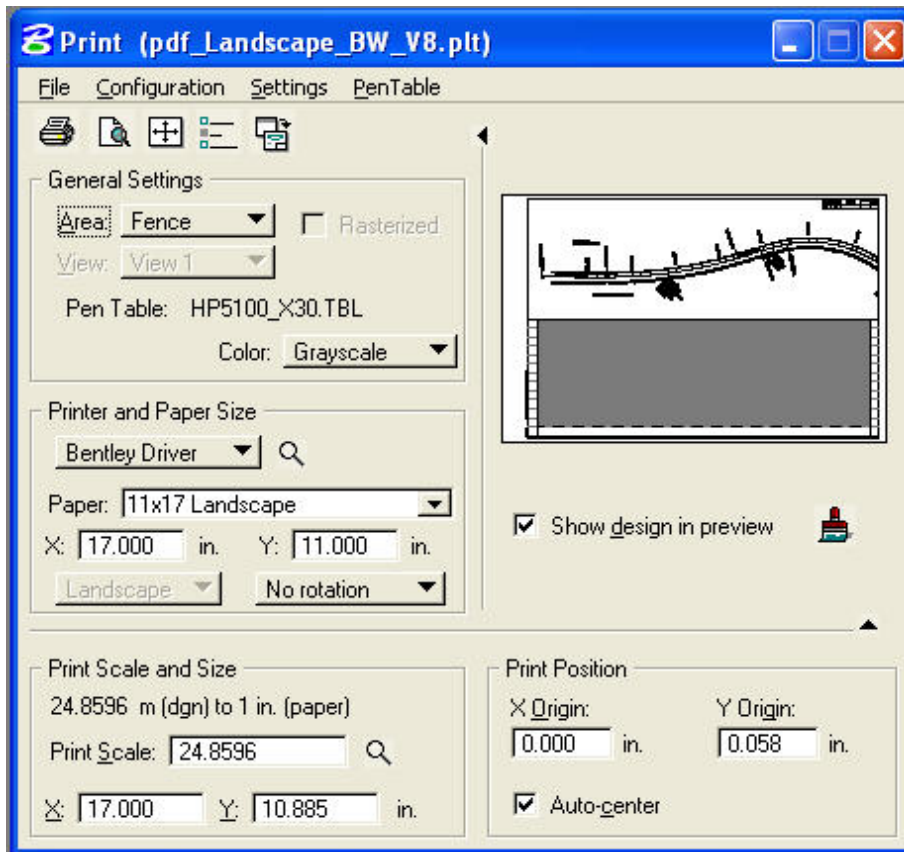


Figure 22-2: MicroStation V8 - Print

5. *Select File > Print.*
6. *Navigate to location you want to store the PDF file and enter the name of the file. PDF files should be named as the example shown: A sheets - A001.pdf*
7. *Select Save and follow screen prompts.*

Creating PDF files for cross sections using the MicroStation print method would be very time consuming. Since the cross sections are usually plotted in one file, you can use the Batch Print method. To do this, you need to make sure the following four rules are followed.

- Rectangular MicroStation shape elements ("plotting shapes") must be placed around each sheet outlining the areas within the dgn file to be plotted.
- There should be no cross section sheets in a separate drawing that needs to be inserted within the sheets of your cross section drawing.
- Plotting shapes within each design file must be drawn into the file in exactly the order the PDF files are to be created.
- Duplicate or extra plotting shapes are not allowed.



Workflow 2: Creating PDF Files Using Batch Print

1. *Open a file using MicroStation V8.*
2. *Make sure the design files to be translated are set up exactly as outlined in the four rules above. If your design file contains GEOPAK cross-sections created with the standard cross-section layout files then your design files are set up correctly.*
3. *If you're batch printing standard cross-section layout files, make sure to delete all the unused sheets cells from the design file. Batch print will print each and every cross-section sheet cell in the design file regardless of whether or not there are actual cross-sections drawn in the sheet.*
4. *CFLHD employees can run the CFL Plot utility VBA by Key-in: vba run CFLplot. Select your Design Group, select the Batch Plot tab, and then select the "BATCH PLOT PDF" button.*



Figure 22-3: CFL Plot Utility – Batch Plot PDF

5. *The dialog will initially appear as shown below with the Printer, Plot Area, Layout, and Display specifications set.*

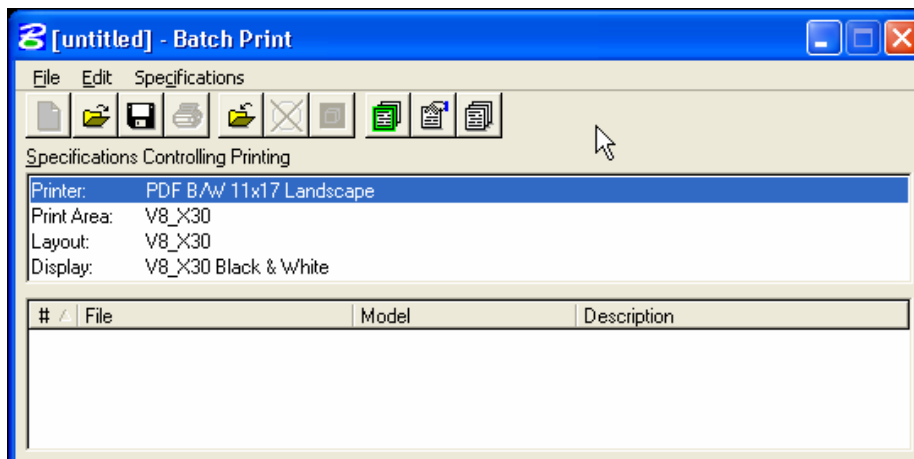


Figure 22-4: Batch Print



6. Double-click on the "Printer" line to display the following dialog box. Choose the Printer Specification.

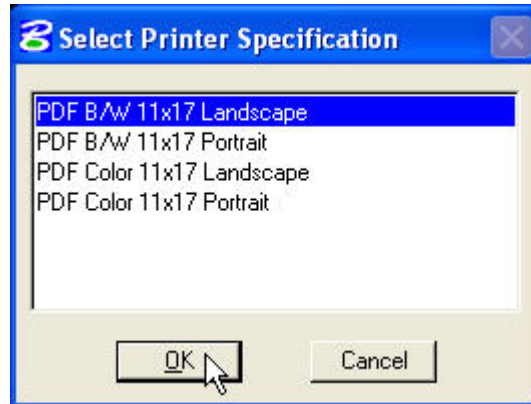


Figure 22-5: Printer Specification

7. Double-click on the "Display" line to display the following dialog box. Choose the Display Specification.

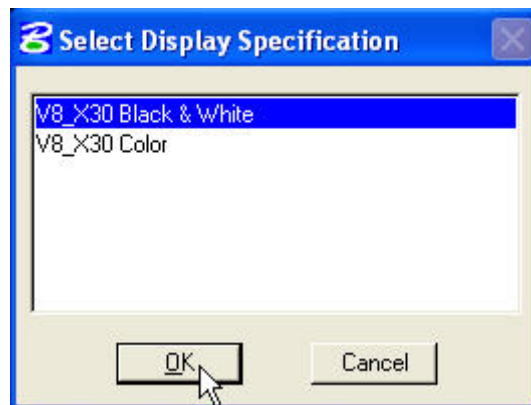


Figure 22-6: Display Specification

8. Highlight the "Printer line" and select Specifications>Properties from the pulldown.

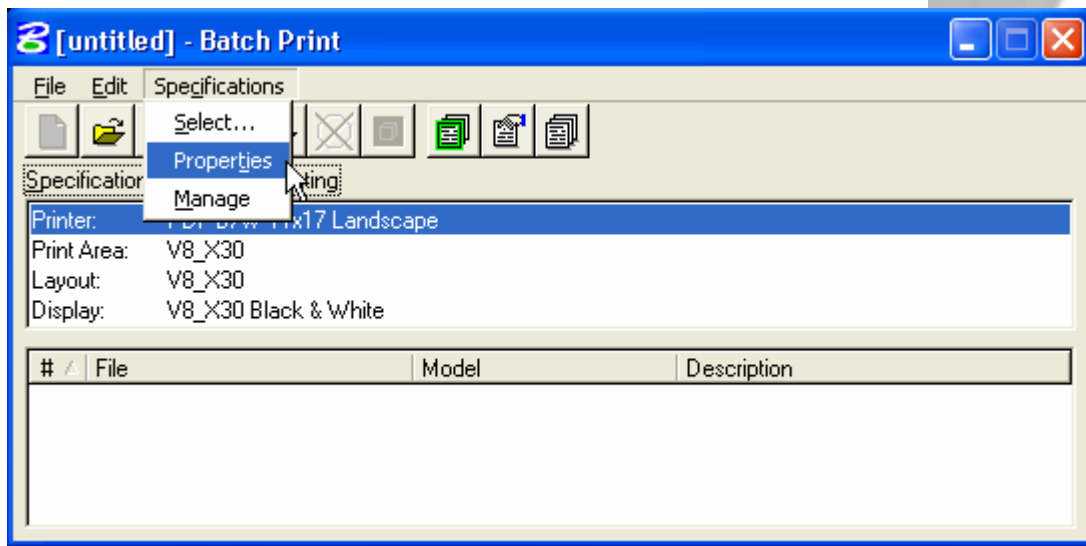


Figure 22-7: Batch Print

In the new Printer properties dialog box:

- a. *Paper Size should be 11x17 Landscape.*
- b. *Orientation should be set to Landscape.*
- c. *For Output and Post Processing, Select Name and modify the following:*
 - I. *In the Format: pulldown, Select Custom.*
 - II. *In the Extension: type in pdf.*
 - III. *In the String: type in A%p.%e.*
 - IV. *Select OK.*

Where A is the sheet prefix. %p is a 3-digit plot counter starting 001. The counter is not reset between design files in a job set. %e is the contents of the extension field.

- d. *Unselect the "Print document set to single file".*

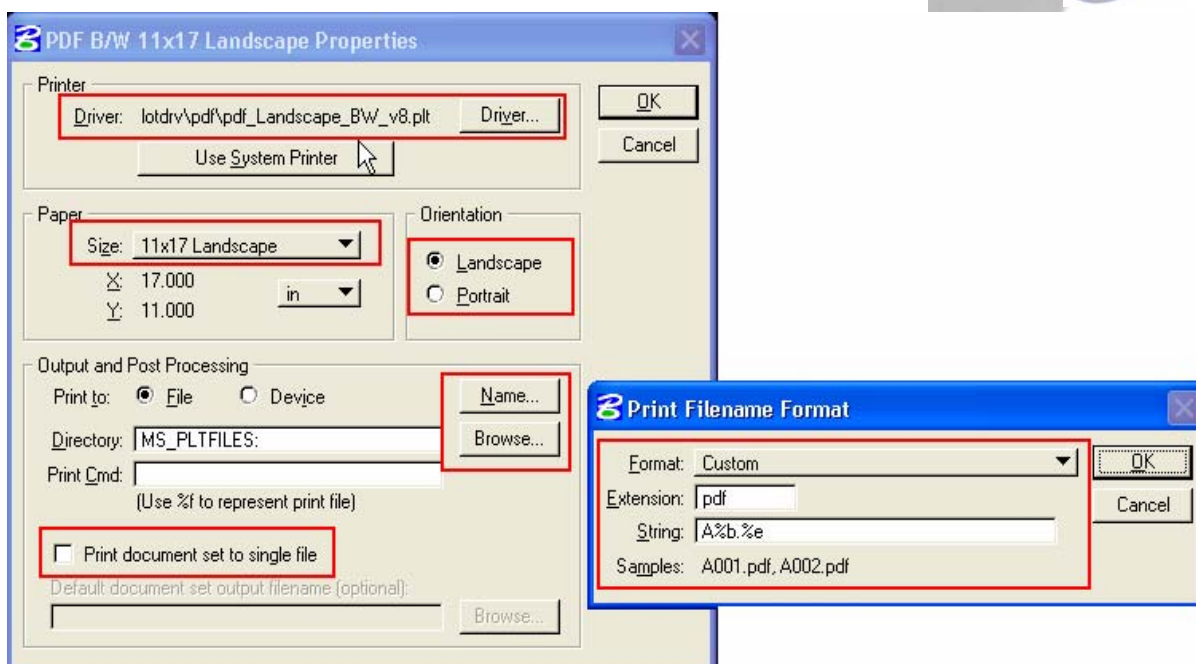


Figure 22-8: PDF Properties

9. Select *Browse*. Navigate to location you want to store the PDF file and enter the name of the file. PDF files should be named as the example shown: A sheets - A001.pdf.
10. Select *OK* to close the PDF Properties dialog box.
11. To add design files to plot, Select *Edit >Add Files*. Navigate to the file(s) to be plotted and Select *Add*. When File selection is complete, Select *Done*.

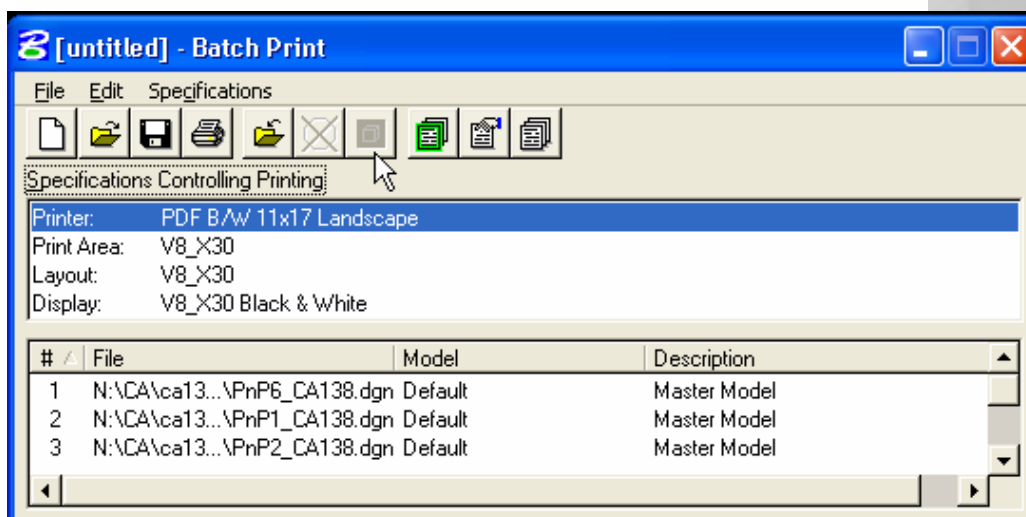


Figure 22-9: Batch Print



12. *Select File >Print. Select OK.*
13. *Once the PDF plotting format has been initially setup, use of Batch Print is an easy process.*
 - a. *Highlight the Printer in the Batch Print Dialog, Select Specifications > Select. Navigate to a PDF plotting format that has been created. Select OK.*
 - b. *The remaining 3 items in the Batch Print dialog: Print Area, Layout, and Display may need to be revised but should be the same as batch hard copy printing. Update other inputs as needed.*
 - c. *To add design files to plot, Select Edit >Add Files. Navigate to the file(s) to be plotted and Select Add. When File selection is complete, Select Done.*
 - d. *Select File >Print. Select OK.*



Workflow 3: Creating PDF Files Using Excel Spreadsheets

Plan sheets created using excel spreadsheets needs to convert to PDF files. The Acquisitions Team in Program Administration will use these files for their inclusion in the Electronic Bid Solicitation. The following Workflows will describe the methods that can be used to produce PDF files from Excel spreadsheets.

1. *Select File/Print.*
2. *In the Print Dialog use the pulldown under Name, Select > Adobe PDF.*

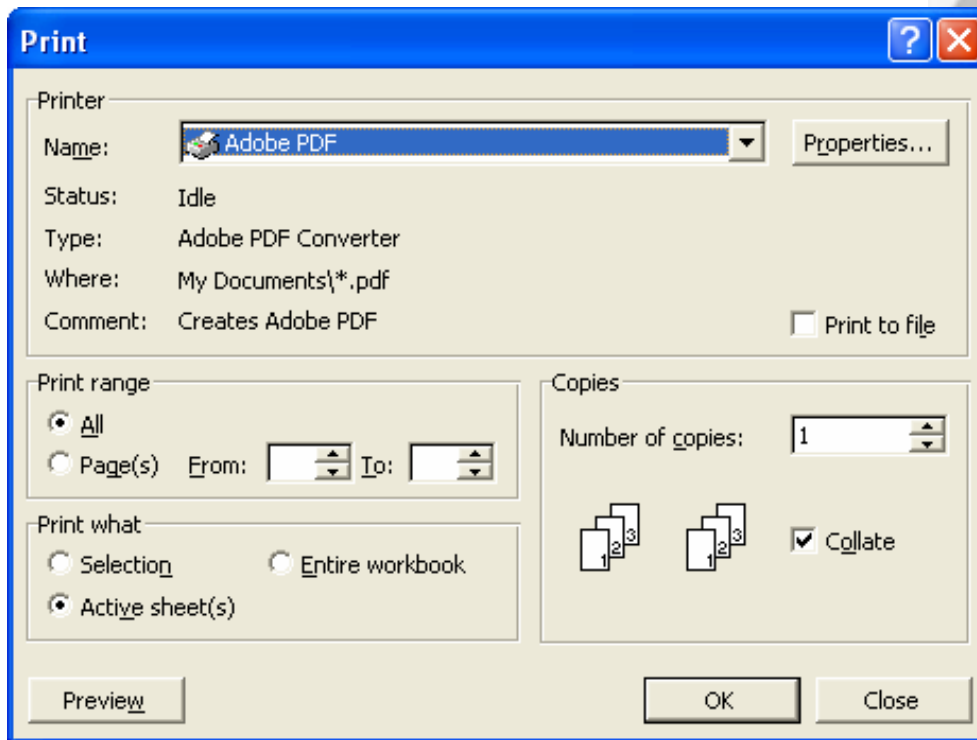


Figure 22-10: Excel Print

3. *Select Properties. In the Adobe PDF Setting window, Adobe PDF Page Size should be set to 11x17.*
4. *Open the Layout window and Select Landscape. Open the Paper/Quality window and Select Black & White.*

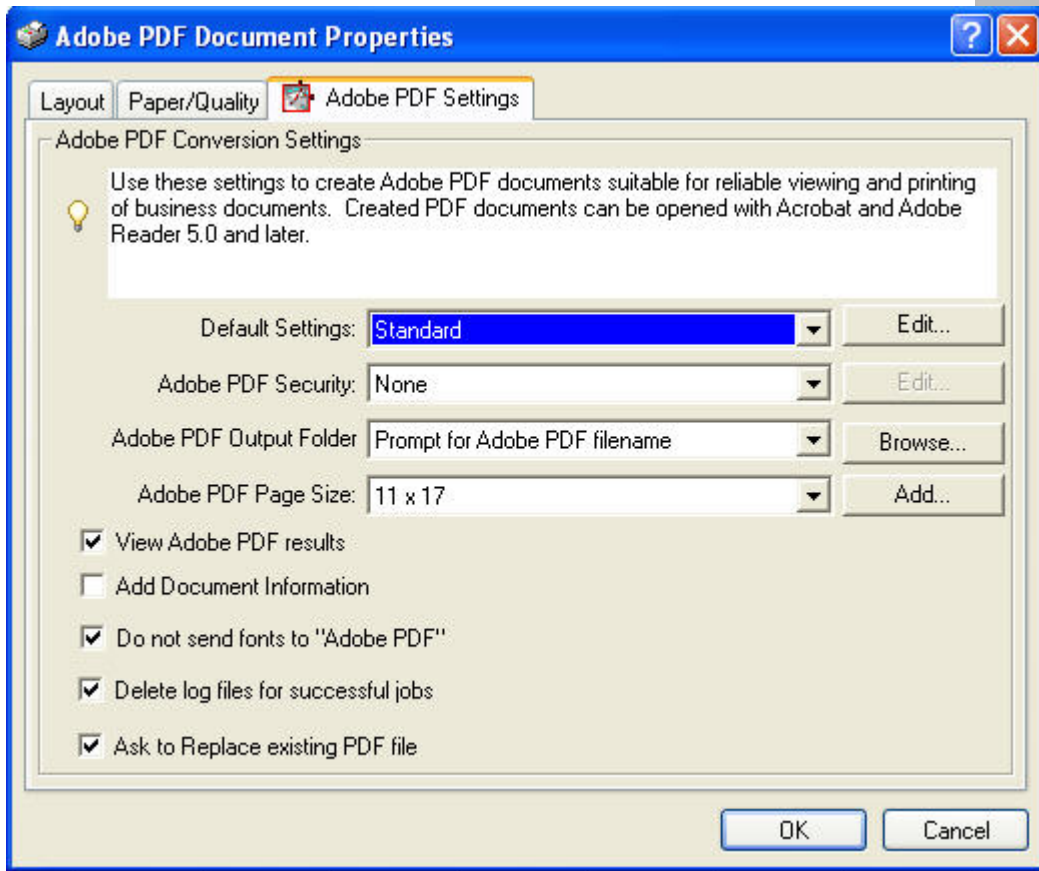


Figure 22-11: Adobe PDF Document Properties

5. *Select OK.*
6. *In the Print Dialog, Select OK.*
7. *In the "Save PDF File As" dialog, navigate to location you want to store the PDF file and enter the name of the file. PDF files should be named as the example shown: Bsheets - B001.pdf. If you have more than one printable spreadsheet in the file, use a generic name, ie. B001-all.pdf. Follow Steps 9-14 to rename multiple sheets.*
8. *Select Save. Adobe will open in the saved file.*

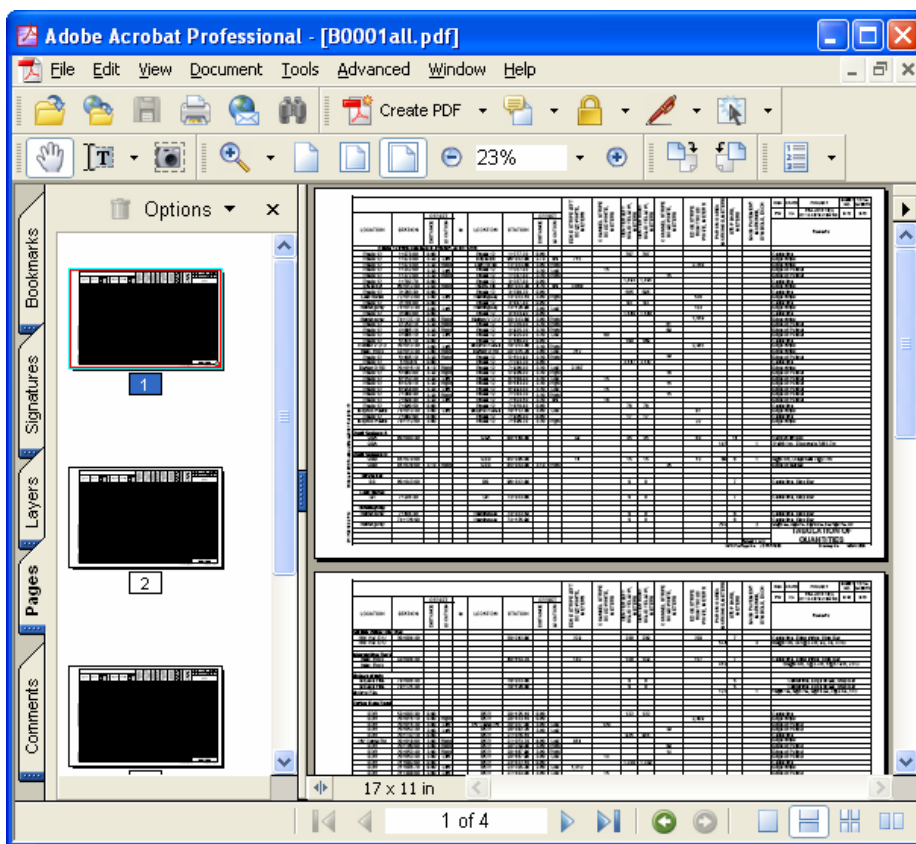


Figure 22-12: Adobe PDF Document –i.e. B0001all.pdf

9. Select the Pages tab on the left edge of the window. If you have more than one printable page per worksheet tab. Each page will have to be saved to a new name.
10. With Adobe opened, and the Pages tab expanded, Right Click on the Page to be saved.
11. Select Extract Pages. Verify the "from "and "to" page numbers. Do not check the "Delete Pages After Extracting" box.
12. Select OK.
13. Select File > Save As. Navigate to the location you want to store the PDF file and enter the name of file. Select Save.
14. Re-open the B001-all.pdf file and save the remaining pages to their corresponding sheet numbers. Delete the B001-all.pdf when complete.